EDD Employment Development Department
State of California

INFORMATION NOTICE
WORKFORCE SERVICES

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: JTA SYSTEM VERSION 4.46.0 RELEASE

The purpose of this information notice is to inform the Workforce Development Community that the Workforce Services Division (WSD) will release Job Training Automation (JTA) System Version 4.46.0 on the weekend of February 6, 2009. The JTA system software will be available beginning Monday, February 9, 2009.

This system release addresses a variety of enhancements and/or corrective adjustments. Significant changes included in this release are: (1) Updating youth performance measure programming and edits to improve data collection and enhance performance calculations; and (2) the addition of a process for Local Learning Labs (LLL) operating JTA stand-alone systems to access the date of last CalJOBS^{SM} activity. The changes in this system release are initiated as a result of program requirements and/or user identified issues reported to the JTA Help Desk. The following information provides the detail of the changes to be implemented in the system release.

JTA System—Programs Modified

EWIE – Enter WIA Enrollment; PWIE – Print WIA Enrollment; XWID – Extract WIA Data; LWIE – Load WIA Enrollment; EWIT – Enter WIA Exit; LWIT – Load WIA Exit; XLWCP – Extract Local WIA Common Performance; LWID – Load WIA Individual Participant Data (Log # 6426, 6427, 6428, 6429, 6430, 6432)

The programming modifications made to the above JTA programs are initiated to improve common performance processing on the local and state sides. These changes impact numerator and denominator calculations for the Youth performance measures.

A new data element was added to EWIE (enrollment screen) identified as Enrolled in Education at Anytime (enrl_in_educ_anytim). Please refer to the attached revised Enrollment/Registration Form. This field has a "1" (yes) or "2" (no) designation and is required for youth participants if the Grant Group is 50 or 60. This field identifies whether a youth participant enrolls in school/education at anytime during program participation. The value in this field is used to include or exclude a Youth participant in the "Attainment of a Degree or Certificate" performance measure. The print program (PWIE) is changed to display this new field and the code values.

The following process edits are added to the enrollment screen:

1. Modify Education Status and Basic Skills Deficient fields to be required for youth records.

2. If the Education Status field equals 1, 2, or 6 then set Enrollment in Education at Anytime field to "1" (yes) otherwise set the code to "2" (no).

3. If Enrollment in Education at Anytime equals "2" (no) and the Activity Service Code field is 50 (Adult Education), a message will indicate that Enrollment in Education at Anytime must be "1" (yes).

4. If the screen is in Update Mode, Grant Group is 50 or 60, and the enrollment record has been sent to the State, then the Education Status and Enrollment in Education at Anytime (if the field has been set to "1") fields cannot be changed. Enrollment in Education at Anytime can be modified if the record was previously sent to the State with the field value set to "2".

These edits are made to improve compliance with the Department of Labor guidelines for Youth Common Measures. Under Department of Labor guidelines these fields should be verified at point of service (enrollment) rather than at Application.

Definition—"Out of school"—Change in Reporting procedure

With the introduction of the new "Enrolled in Education at Anytime" data field it is critical that the youth's school status at enrollment is accurately reported in the EWIE Field "03". If an individual is attending Post-secondary education and is Basic Skills Deficient (BSD), the youth's education status should be reported accurately as "2" student attending, post H.S. (high school). Previously, many of these participants were reported as "4" Out -of-school, H.S. Grad, employment difficulty. This created a conflict within the common performance calculations. Under the new edit checks, a youth that is BSD and in post-secondary education will be included in the Literacy and Numeracy measure; excluded from the Placement in Employment or Education measure because they are In post-secondary education at enrollment; and Included In the Attainment of Degree or Certificate measure.

Process edits are added to EWIT (exit screen)

When using the F5 (file record) key, new edits apply to entries on the enrollment screen to assure data consistency:

1. The Education Status field was changed to be a required field for youth records.

2. If the EWIT Education Status field is 1, 2, or 6 and the EWIE Enrolled in Education at Anytime field is "2" (no) this field must be changed to "1' (yes) to be consistent with Education status.

3. If the EWIE Education Status field is "3" and the EWIT Degree Type field is greater or equals "1" and the EWIE Enrollment in Education at Anytime field is "2" (no), then the Anytime field must be changed to "1" (yes) to be consistent with the Degree Type.

4. If the EWIE Education Status field is "4" or "5", EWIT Degree Type field is greater or equals "3", and the EWIE Enrolled in Education at Anytime field is "2" then the Anytime field must be changed to "1" to be consistent with the Degree Type.

These edits assure that participants that have attained a degree or certificate during participation in the program or within three quarters after exit (during follow-up) are properly coded as enrolled in education during program participation. This ensures inclusion in the Attainment of Degree or Certificate measure.

To facilitate processing, extract (XWID) and load (LWID) programs were modified to format/load the changes and edits detailed above.

Local Learning Labs Only

EWIT – Enter WIA Exit; XWID – Extract WIA Data; LCAL – Load CalJOBS Activity Dates; XWID – Extract WIA Data; LWID – Load WIA Data (Log # 6413, 6414, 6415, 6419, 6424, 6425)

Programming modifications affecting exit activity have been made to assure consistency in the exit process for stand-alone LLL. Standalone LLL will now have access to a CalJOBS^{SM} data table to check for the date of last CalJOBS^{SM} service. This will prevent an automatic soft-exit when an Adult or Dislocated Worker has completed services reported in the JTA system but is still doing job search activities through CalJOBS^{SM}.

A new load program (LCAL) has been added for LLL JTA stand-alone system users to facilitate the automatic soft-exit process. The purpose of the program is to load CalJOBS job seeker data to the local database. Nightly, a state-side process extracts job seeker data from the CalJOBS^{SM} database and creates an output file that is transferred to the FTP site. A LLL operating a stand-alone JTA system should connect to the FTP site to access this file. The LCAL will run from the menu and load data to the stand-alone job seeker table. The XWID process will access this job seeker data to determine whether it's time for a soft exit. Learning labs should <u>always</u> run the LCAL program prior to running the XWID process.

Other XWID changes were made to facilitate auto-exit processing:

- Reset flags and correct process variables to improve the auto-exiting process.

- Correct the program to pass the resume flag from the local document of eligibility table to the corresponding table on the state-side for Option 2 learning lab offices.

- The program was modified to allow the EWIT Education Status field to be null and not be required for Adult and Dislocated Worker activity. The Education Status field continues to be required for youth (application age less than or equal to 21).

Data Scripts

- S4460lab.sql– populates learning lab standalone field (learn_lab.standalone).
- S4460menu.sql – add new LCAL program to default menu.
- S4460case.sql – set the new Enrollment in Education at Anytime field (enrl_in educ_anytm) for existing records.
- s4460ver.sql – update version table.

Database Changes

- ➢ Add Fields:
  - learn_lab (standalone)
  - wia_case (enrl_in_educ_anytm)
  - wia_ipd_case (enrl_in_educ_anytm)
- ➢ Add Table:
  - stnd_job_seeker - fields: Social Security Number (ssn); CalJOBS Last Activity Date (cj_last_actvy_dt); Entry Date (entry_dt).

Schema Scripts – n/a

Note To Timeshare JTA System Users—This release will be installed over the weekend. Please do not access your system from Friday, February 6, 2009 at 5:00 p.m. through Monday, February 9, 2009 at 8:00 a.m.

Note To Standalone JTA System Users—The release files will be available on Wednesday, February 11, 2009 on the FTP site at endor.jta.edd.ca.gov and on the timeshare server at jta.cahwnet.gov.

Should you have any questions regarding this JTA system release, please call the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
    Chief
    Workforce Services Division

Attachment

EDD Employment Development Department
State of California

WORKFORCE INVESTMENT ACT
ENROLLMENT/REGISTRATION

Subgrantee Name	
01 Social Security Number	
02 Case Number	
Application Number	

Last Name		First Name / Middle Initial	

03 Education Status	04 Enrolled in Education Anytime During Program	05 Basic Skills Deficient	06 Grant Code	07 Agency Code	08 Labor Force Status
1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty 6 Alternative School	1 Yes 2 No	1 Yes 2 No 9 Not Applicable			1 Employed 2 Not Employed

09 Enrollment Date	10 Date ITA Established	11 Total Amount of ITA	12 Pell Grant Recipient	13 Pell Grant School Year Award Amount
			1 Yes 2 No, Applied but denied 3 No, Application pending 4 Application not submitted	

	Activity Code	Agency Code	State Provider ID	Program Code	Job Code / Job Description	Begin Date	Est / End Date	ITA Amount Used	Completion Code	Goal Code
Activity 1										
Activity 2										
Activity 3										

Enrolling Staff Signature	14 Enrolling Staff ID	Date

Activity Codes

Core
10 Follow-up Services, Counseling
11 Staff Assisted Job Development
12 Staff Assisted Job Referrals
13 Staff Assisted Job Search, Placement
14 Staff Assisted Workshops / Job Clubs
15 Other Core Services
16 Non-WIA Funded Core Services
17 Co-enrolled Core Services
18 Local Office Orientation
19 Job Fair Information
20 Special Service
21 Staff Assisted Initial Assessment

Intensive
30 Case Mgt for Participants
31 Comprehensive Assessments
32 Development of Individual Employment Plan
33 Group Counseling
34 Work / Entry Employment Experience
35 Individual Counseling and Career Planning
36 Out-of-Area Job Search
37 Relocation Expenses
38 Short Term Pre-vocational Services
39 Internships
40 Other Intensive Services
41 Non-WIA Funded Intensive Services
42 Co-enrolled Intensive Services
43 Order Search
44 Bonding Assistance
45 WOTC Eligible

Training
50 Adult Education
51 Customized Training
52 Entrepreneurial Training
53 Job Readiness Training
54 Occupational Skills Training
55 On-The-Job Training
56 Private Sector Training
57 Skill Upgrading and Retraining
58 Workplace Training and Coop Ed
59 Other Training Services
60 Non-WIA Funded Training Services
61 Co-enrolled Training Services

Youth
70 Summer-related
71 Educational Achievement Services
72 Employment Services
73 Citizen and Leadership Services
74 Other Youth Services
75 Non-WIA Funded Youth Services
76 Co-enrolled Youth Services

Miscellaneous
81 Supportive Services
82 Needs-related Payments
83 Planned Break In Services: Delay in Training
84 Non-WIA Funded Miscellaneous
85 Co-enrolled Miscellaneous Services
86 Planned Break in Services: Health / Medical

90 : 99 Optional Local Use

Goal Codes (Youth Only)

Basic Skills
001 Reading Comprehension
002 Math Computation
003 Writing
004 Speaking
005 Listening
006 Problem Solving, Reasoning, Decision Making
013 ESL / VESL
015 Life Skills

Occupational Skills
007 Perform Actual Tasks
008 Familiarity with Procedures, Tools
016 Technology
019 Information Skills

Work Readiness Skills
009 World of Work Awareness
010 Labor Market Knowledge
011 Career Planning
012 Job Search Techniques
014 Leadership
017 Allocates Resources
018 Team Work
020 Interpersonal Skills

Completion Codes
1 Completed
2 Not Completed, Involuntary
3 Not Completed, Voluntary